

# JOB OPPORTUNITY

Franchise Tax Board is an equal employment opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

☒ Permanent Full-time      ☐ Permanent Intermittent      ☐ Limited-term (Temporary) Length \_\_\_\_\_      ☐ Formal Training and Development Assignment

Position Title: Compliance Representative

Classification: Compliance Representative

Location Franchise Tax Board, Central Office

Section/Unit: Withholding Services & Compliance Section

Salary Range: \$3004 - \$4516

Number of Vacancies: 1

## Job Description: (includes typical duties)

Under the general direction of the Administrator I, in the Withholding Services & Compliance Section, the incumbent's primary responsibilities include identifying, contacting, and following up with collection activity on individuals and business entities that fail to comply with nonresident withholding requirements. The incumbent will assist nonresident entertainers and performing entities, withholding agents, independent contractors, partnerships, and corporations via the telephone and written correspondence to explain pertinent legal provisions and regulations. The selected candidate will participate in Education and Outreach.

This position is contingent upon budget approval.

## Required Knowledge, Skills, Abilities:

Knowledge of and experience in PIT and/or BE laws and procedures

Excellent customer service and interpersonal skills

Effective oral and written communication skills.

Strong organizational and time management skills

Excellent attendance

Patience and a positive attitude

## Desirable Experience/Qualifications:

Business Entities Tax System (BETS) experience

Proficiency in Microsoft Word and Excel

Strong technical and analytical skills

Collection experience

Mail or hand deliver your application by: June 20, 2007

Contact Person: Yvonne Crankfield

Telephone Number: (916) 845-5617

Address/Room Number: Exam Unit, PO Box 550, Sacramento CA 95812-0550 Attn: Yvonne Crankfield

Special Instruction: **FTB Employees Hand Deliver or Route To** Yvonne Crankfield at M/S F-182

To be considered for this Job Opportunity, applicants must have permanent civil service status, be reachable on an employment list, or have reinstatement eligibility. **Applications will be screened and only the most qualified applicants will be interviewed.**

**All applicants not currently employed with the Franchise Tax Board will be subject to a pre-employment background investigation.** The investigation will consist of completion of a pre-employment questionnaire, fingerprinting, and an inquiry to the Department of Justice to disclose criminal records.

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.  
The California Relay Service telephone numbers are: (from TDD Phone) (800) 735-2929; (from Voice Phone) (800) 735-2922.